

## Shopping Quick Reference Guide

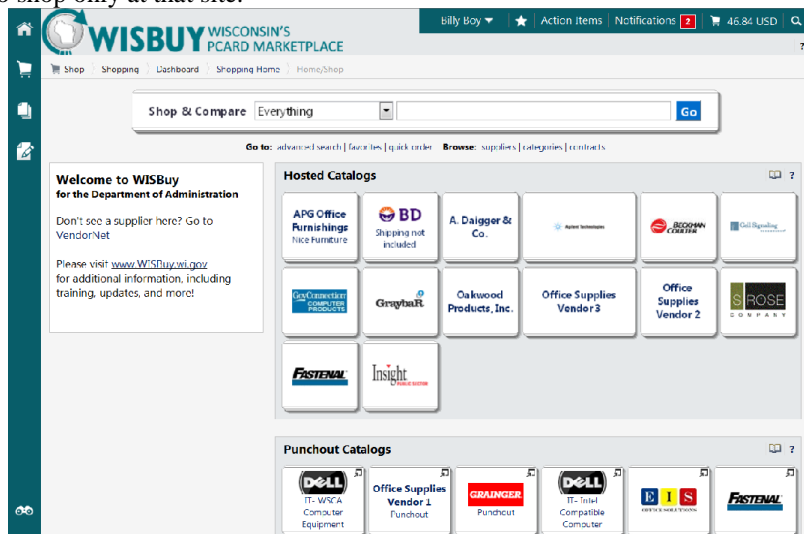
### LOGIN TO WISBuy

Enter WISBuy (<https://solutions.sciquest.com/org/WisconsinMarketPlace>) and enter your user name and password.

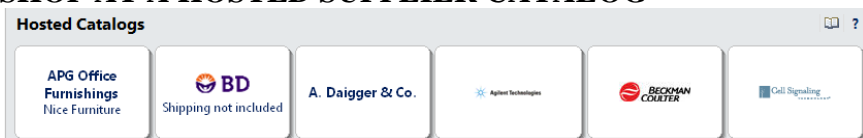
### SHOPPING OVERVIEW


The WISBuy home page offers two ways to shop.

1. **Shop at a Hosted Supplier Catalog:** Using the Shop bar, the user can shop across all catalogs available in the Hosted Supplier showcase (see box 1 below).
2. **Shop at a Punch-out Supplier Site:** Click on the supplier's icon to be directed to the individual supplier's customized website (see box 2 below). This option allows the user to shop only at that site.



### 1. SHOP AT A HOSTED SUPPLIER CATALOG



1. Click on the Home/Shop button  on the top of left of the screen.
2. Enter the search term(s) in the Shop search box for the desired item and in the example, test tube has been entered in the search box.

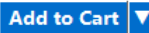


3. Click on the Go button .



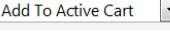

### SEARCH RESULTS PAGE

From the results page, the user can add an item or multiple items directly to their cart or compare several items side by side.

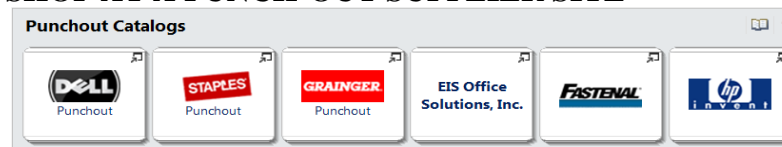
#### Add To Cart

To add items to a cart while on the search results page, click on the Add to Cart button  next to the item(s)

#### Compare Multiple Items


1. Click the compare  link next to the items to compare.
2. Select the Compare Selected button  at the top of the search results to view a side by side comparison of the selected items.
3. To add multiple items, click the checkbox ☐ by each item to add, select Add to Active Cart from the dropdown menu , and click the Go button.
4. When finished comparing items, select the Back to Search Results button  and return to the search results page.

### 2. SHOP AT A PUNCH-OUT SUPPLIER SITE



Because a punchout connects the user directly to a supplier's customized website, the shopping experience for each punchout is a little different.

1. Click on the supplier icon in the Shop at a Punchout Supplier Site section of the home page. This action will take the user to the supplier's customized site.
2. Shop on the site like you would any other, and when finished, there will be some concept of 'Checkout'.
3. Follow the website's instructions for checking out, which will bring the items back to the cart within WISBuy.
4. To return to WISBuy without bringing anything back in your cart, click the

Cancel Punch-out button on the top right corner of the screen .